

**VILLAGE OF INDIAN HEAD PARK, ILLINOIS**

**201 Acacia Drive**

**Indian Head Park, Illinois 60525**

**BOARD OF TRUSTEES**

**OPEN SESSION MINUTES**

**July 9, 2015**

***“Pursuant to 5 ILCS 120/2.06(3) minutes of the public meetings shall include, but need not be limited to a general description of all matters proposed, discussed, or decided and a record of the votes taken.”***

**CALL TO ORDER:** Mayor Hinshaw

The regular meeting of the Village of Indian Head Park Board of Trustees was held on Thursday July 9, 2015 at the Municipal Facility, 201 Acacia Drive and was convened at 7:30 p.m. by Mayor Hinshaw.

**ROLL CALL:** Laurie Scheer, Village Clerk

**PRESENT (and constituting a quorum):**

Mayor Hinshaw

Trustee Farrell Mayer

Trustee Mann

Trustee Metz

Trustee Lopez

**ABSENT:**

Trustee O’Laughlin

Trustee Wittenberg

**ALSO PRESENT:**

David Brink, Finance

Mary Crowley, Building & Zoning

Ray Leuser III, Interim Police Chief

Art Osten, Jr. Interim Village Administrator

Edward Santen, Public Works Superintendent

Village Attorney Rich Ramello of Storino, Ramello & Durkin

Residents – 3

**PLEDGE OF ALLEGIANCE** recited

**MAYOR’S REPORT:**

The Village has received 16 applications for the Village Administrator position. Mr. Osten and Mayor Hinshaw have narrowed down the candidates to four and, two proposed interview dates, July 29<sup>th</sup> and July 30<sup>th</sup>, have been scheduled. At the August, 2015 meeting an announcement regarding the appointment will be made.

The Village is currently seeking a candidate for the Treasurer's position. The Board is currently working on the water and sewer budget and expense so that revenue can equal expenses. More information will be provided at future meetings. The Communications Committee will be meeting at 7p.m. on July 16, 2015 at the Village Hall. Resident volunteers are needed to help with this committee. Some of the Village Ordinances and Resolutions can be found online. We are also working on getting microphones and an overhead screen so the audience can follow along.

**APPROVAL OF THE BOARD MEETING MINUTES:**

Trustee Lopez made some typographical edits and corrections. Motion was made to approve the June 25, 2015 Minutes as Amended. Trustee Metz moved to approve, seconded by Trustee Farrell-Mayer. Motion carried by voice vote (4-0-0).

**APPROVAL OF FINANCIAL REPORT Month Ending June 30, 2015:**

Mr. Brink summarized the Villages revenues and expenditures for the month of June, 2015. Tax bills are being mailed out on time this year. The Village should start receiving real estate tax revenue by the end of July. Mayor Hinshaw informed the Trustees if they have any questions regarding the financial report, supporting documentation can be provided by Mr. Brink. Trustee Mann moved to approve the Financial Report Month Ending June 30, 2015, seconded by Trustee Lopez. Motion carried by roll call vote (4-0-0).

**AUDIENCE COMMENTS:**

No audience questions or comments.

**BUSINESS AGENDA ITEMS:**

- A.)** Public hearing on an Ordinance Making Appropriations for General Corporate and for Special Purposes for the Village of Indian Head Park, Cook County, Illinois for the fiscal year beginning May 1, 2015 and ending April 30, 2016 declared open. Counsel Ramello requested a summary of the Appropriations Ordinance be given. Mr. Brink summarized each section of the Appropriation. Mayor Hinshaw clarified the Appropriation Ordinance is taken from the budget that was approved at the prior meeting. Trustee Lopez moved to close the Public Hearing, seconded by Trustee Mann. Motion carried by voice vote (4-0-0). Public hearing was reopened by Mayor Hinshaw. Mr. Brink continued the summation of the Appropriation with Amendments.
- B.)** Ordinance Making Appropriations for General Corporate and for Special Purposes for the Village of Indian Head Park, Cook County, Illinois for the Fiscal Year Beginning May 1, 2015 and Ending April 30, 2016 (Ordinance No. 2015-12). Trustee Lopez moved to approve as amended, seconded by Trustee Metz. Motion carried by roll call vote (4-0-0).
- C.)** Ordinance Amending Chapter 5.04 Entitled "Business Licenses Generally" of Title 5 Entitled "Business Licenses and Regulations" of the Indian Head Park Municipal Code (Ordinance No. 2015-10). Finance Director Brink discovered discrepancies in the Code regarding when a license is valid and the termination of licenses. Mr. Brink suggests to Amend the Termination section of the Code to agree with the changes made in the 1994. Also the Code states the licenses must bear the signatures of both the Village President and Clerk. Currently just the names are on the licenses. Mr. Brink suggests Section 5.04.120 need to bear the names and signatures of the President and Village Clerk. Mayor Hinshaw inquired about the revenue change. Mr. Brink stated that annual revenue will be the same. Semi Annual liquor licenses will still go out with a June 30<sup>th</sup> due date and not be changed. Late fees on liquor licenses do not take effect until August 31<sup>st</sup>. Trustee Lopez asked how we define who needs a business license. Counsel Ramello stated in the Code it lists the definitions and the businesses

subject to a license. No further questions or comments were made. Trustee Mann moved, Trustee Farrell Mayer seconded. Motion carried by roll call vote (4-0-0).

- D.) Ordinance Amending Section 2.16.130 Entitled “Part Time Officers” of Chapter 2.16 Entitled “Police Department” Entitled “POLICE DEPARTMENT” of Title 2 “Administration and Personnel” of the Indian Head Park Municipal Code (Ordinance No. 2015-11).** Interim Police Chief Leuser reported that we currently have ten full-time police officers and four have worked more than 1,000 hours and will be enrolled in the IMRF. There are two classification of officers (999 hours and less, 1000 hours and more). Trustee Lopez inquired if unanticipated over time will affect the classification? Counsel Ramello stated that the classification must be made at the beginning of the year for each position. If the position calls for 999 or less and the officer works more the classification does not change that year. Motion to Approve was made by Trustee Farrell Mayer, seconded by Trustee Mann. Motion carried by roll call vote (4-0-0).

#### **TRUSTEE UPDATES:**

*Special Projects* – Trustee Lopez met with Village employees to review what each person’s duties are in their department. Priorities of Trustee Lopez are to find a project tracking system and a resident reporting system. Another priority is the Village Website design to help residents locate information.

*Department of Public Works* - Trustee Mann and the Department is working on closing out the bond work that was done last year. There is a punch list that needs to be completed by the Contractor. Trustee Mann believes there will be enough left of the bond to fulfill the completion of the project. Trustee Mann is working on the water system with the University of North Carolina Asset Management Plan so we know where we are financially and what our financial condition is for both mid and long term life expectancy our system and our equipment. This Plan will ultimately be carried over to the sewer and storm drains. The Methodology Program will be used for the road systems.

*Finance* – Trustee Metz no report for finance. Trustee Metz is comfortable with the budget as long as monthly monitoring is being done to see our monthly expenditures.

*Business Development* - Trustee Metz summarized the meeting held with Mayor Hinshaw, Interim Village Administrator Mr. Osten and an economic development consultant to look at the B5 zoning on 70<sup>th</sup> and Eastern. It was agreed that it should not be retail. The location and low traffic count would not be desirable place for retail. The Committee is going to talk with Village business owners to get their feedback and see how the Village can help them in the future. Mayor Hinshaw announced a new business will be opening in the Village. Oak Pantry and Deli which will be located at the closed 7-11 location. The owners are currently working with inspectors. The opening date is unknown. Trustee Farrell asked if the economic developer mentioned anything about the homes located on Wolf Road south of the Plaza. Mr. Osten stated that the economic developer only looked at the commercial aspect, traffic count, etc. The Village Inspector is looking at the homes in that area and will advise what actions are needed to be taken

*Communications* – Trustee Farrell Mayer invited anyone interested in being on the Communications Committee to the first meeting to be held on July 16, 2016 at 7 p.m. in the Village Hall. The Committee would like to start a Village email system to send out information. Codification of the Code will take longer than anticipated. It is a very arduous process and could take up to a year for the process to be completed.

*Planning and Zoning* - Trustee Farrell Mayer stated no meeting was held by the Planning and Zoning Board this month.

**ATTORNEY REPORT:**

Counsel Ramello reported a Court Order was entered dismissing the Village of Indian Head Park from the lawsuit *Jose Flores v. Village of Indian Head Park*.

**ADMINISTRATOR REPORT:**

Mr. Osten has been working closely with the various committees and current projects.

**STAFF REPORTS:**

Mrs. Crowley - 11 building permits this June compared to 3 last June.

Mr. Brink - Vehicle Stickers are nearing the end of the grace period. There will be a penalty for those bought after the July 13<sup>th</sup> deadline. The State of Illinois has negotiated and contracted with UPS for shipping rates. The rates are a major savings compared to Federal Express. Supplies have been ordered. More research is to be done for savings under the program.

Ed Santen - Bridge work at 70<sup>th</sup> Place is proceeding very slowly. We have no control over the speed of the work. Ash tree removal throughout the Village will begin and some minor infrastructure public works improvements will be taking place. Trustee Mann asked about the parking lot for the Village Hall. Mr. Santen stated we should have contracts next board meeting for work to begin in September.

Chief Leuser - Currently gathering information regarding Countryside Veterinary Clinic. The clinic takes in and houses animals and has a full-time medical staff. It is much closer than Hinsdale and Countryside is open 24/7. The police department assisted Burr Ridge with the 4<sup>th</sup> of July Celebration at the park.

Mr. Osten reiterated the deadline of July 13<sup>th</sup> for the Village Vehicle Sticker and there is a penalty if not purchased by that date. The penalty will not be prorated. Ideas regarding safety stops for vehicles entering and leaving the Village to make sure seat belts are fastened, no phone usage and current vehicle stickers are displayed were discussed. Counsel Ramello advised no notice is required to conduct safety stops. Discussion was held whether prior notice should be given. Notice will be provided on the Village website.

Next Meeting is August 13, 2015 at 7:30 p.m.

**AUDIENCE COMMENTS AND INQUIRIES:**

No audience comments or inquiries.

**ADJOURNMENT:**

There being no further discussion, Trustee Metz moved, seconded by Trustee Farrell Mayer, to adjourn the Village Board of Trustees meeting at 8:27 p.m. Motion carried by voice (4-0-0)

Submitted by Laurie Scheer, Village Clerk